

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 13, 2020

Closing Date: August 28, 2020

**DEPUTY ATTORNEY GENERAL
DelDOT, Public Safety Unit, Civil Division
Kent or New Castle County**

Description of Duties:

The Delaware Department of Justice (“DOJ”), Civil Division, seeks a Deputy Attorney General to primarily represent the Delaware Department of Transportation (“DelDOT”) and its divisions, including the Office of the Secretary, the Division of Transportation Solutions, the Division of Motor Vehicles (the “DMV”), the Division of Maintenance and Operations, the Division of Planning and Policy, the Division of Finance, the Office of Human Resources, the Office of Public Relations, and the Division of Technology and Innovation, on a variety of legal issues including transportation law, motor vehicle law, civil rights, public finance, procurement, contract drafting and negotiation, contract compliance monitoring, labor and employment law, legislative drafting, administrative law, collections, and policy review. In summary, duties may include, but are not limited to:

- Advising DelDOT on all aspects of its function and operations, including compliance with Federal and State laws;
- Drafting, reviewing and negotiating a full range of legal documents, including agreements with municipalities, developers, and other construction contracts;
- Representing and advising DelDOT on large public works contracting;
- Representing administrative boards including the Council on Transportation and the Transportation Infrastructure Investment Fund Council;
- Representing DelDOT at administrative hearings, including UIAB, DMV, and construction claims hearings;
- Representing DelDOT in state court on appeals of administrative decisions;
- Handling defensive and affirmative litigation on behalf of DelDOT;
- Assisting DelDOT in construction claims analysis;
- Handling collections for monies owed to DelDOT, including monies owed for damage to state property and collecting on construction bonds;

This position may be primarily located in DelDOT’s Dover office or the DOJ’s New Castle County office. If the position is primarily located in the DOJ’s New Castle County office, the position requires the employee to be onsite at the DelDOT Dover office two to three times per week.

Internal Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources, Deputy State Solicitor Ilona Kirshon, and Unit Head Stacey Cohee.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.